



VIRGINIA YOUTH SOCCER ASSOCIATION (VYSA)

EXPENSE REIMBURSEMENT & TRAVEL POLICY (2026 Update)

1. PURPOSE

This policy establishes clear, consistent, and efficient guidelines for reimbursing expenses incurred while conducting official VYSA business. It is designed to:

- Ensure responsible stewardship of VYSA funds
- Enable staff and volunteers to operate effectively
- Support organizational growth, partnerships, and programming

2. GENERAL PRINCIPLES

All expenses must meet the following criteria:

- **Business Purpose:** Directly related to VYSA operations or strategic objectives
- **Reasonable & Necessary:** Appropriate for the activity and location
- **Documented:** Supported by receipts and clear descriptions
- **Timely Submitted:** Within required deadlines

3. AUTHORIZED EXPENSES

3.1 Meals & Per Diem

VYSA will reimburse reasonable meal expenses incurred during approved travel or business activities.

- Breakfast: up to **\$15**
- Lunch: up to **\$25**
- Dinner: up to **\$35**
- Daily maximum: **\$75**

Guidelines:

- Itemized receipts required
- Tips should be capped at 20%
- Alcohol is **not reimbursable** (unless pre-approved for business development)
- For group meals:
 - Must include names, affiliations, and business purpose
 - Highest-ranking VYSA representative submits expense
 - A single reimbursement request should be submitted per day that includes all meals/receipts

3.2 Business Development & Partner Engagement

Recognizing the importance of partnerships and sponsorships:



- Reasonable entertainment and meeting expenses are allowed
- Must include:
 - Business purpose
 - Attendees and affiliations
- Flexibility allowed beyond standard meal caps with **pre-approval**

3.3 Mileage (Personal Vehicle)

- Reimbursed for mileage is \$0.72 cents each mile
- Reimbursement will not be approved for mileage less than a 50-mile radius from home
- Mileage reimbursement is limited to **one round trip** from home to the event location (or hotel) and return
- Local travel at the destination (e.g., hotel to venue) is **not reimbursable**.
- Additional trips (such as returning home during a multi-day event) will **not be reimbursed**

Guidelines:

- Trips over 100 miles require route documentation (e.g., Google Maps)
- Fuel costs are **included in the mileage reimbursement rate** and will not be reimbursed separately.
- For long-distance travel:
 - Mileage reimbursement may not exceed equivalent **economy airfare**

3.4 Air Travel

- Flights should be booked at least **14–21 days in advance** whenever possible to secure the most cost-effective fares
- Airport parking must default to **economy or long-term parking options** unless otherwise justified and approved
- Booking class must be **economy/coach**

Not reimbursable:

- Seat upgrades
- Early boarding
- Excess baggage (unless required for business)

3.5 Lodging

- Standard room types are expected for all travel
- Shared accommodations may be required for staff, coaches, or program participants during events or team travel when appropriate and cost-effective

Guidelines:

- Standard cap: **\$175/night** (unless justified by location/event)



- Exceptions require pre-approval

3.6 Ground Transportation

Includes:

- Rental cars
- Rideshare (Uber/Lyft)
- Taxis
- Public transportation

Guidelines:

- For travel that exceed approximately **300–400 miles roundtrip**, staff are expected to evaluate rental car or air travel options
- If total mileage reimbursement exceeds the estimated cost of a rental car (including fuel), a **rental vehicle should be used** as the more cost-effective option
- For Rental cars:
 - Economy class unless justified
 - Required for multi-person travel when cost-efficient

3.7 Phone & Internet

- Reimbursable only if:
 - Directly related to VYSA business
 - Must include purpose and detail

4. NON-REIMBURSABLE EXPENSES

The following are not reimbursable unless explicitly approved:

- Personal expenses
- Alcohol (except approved business development)
- Travel upgrades (air, hotel, etc.)
- Late booking penalties without justification
- Fines, tickets, or violations
- Expenses lacking proper documentation

5. EXPENSE SUBMISSION PROCESS

5.1 Submission Requirements

All reimbursement requests must include:

- All expenses related to a single trip or event must be submitted as **one consolidated expense report** to ensure efficient processing and review.
- Completed expense report



- Itemized receipts
- Clear business purpose

5.2 Timeline

- Expenses must be submitted within **14 days**
- Expenses submitted after **14 days** may be denied

5.3 Submission Method

- Current process (**completed physical Expense Report with tangible receipts and details**)
- Preferred: **Digital expense platform (in the works)**
- Acceptable:
 - Scanned or photographed receipts
- Physical receipts are not required if digital copies are clear

6. APPROVAL AUTHORITY

Expenses must be approved as follows:

Amount	Approval Level
Up to \$250	Direct Supervisor / Program Lead
\$251+	Executive Director or CFO

Special Cases:

- Board Members → Treasurer approval
- Treasurer → Finance Committee Chair approval
- Staff → Supervisor + Executive Director

7. PAYMENT PROCESS

- Allow reimbursements 14-days to be processed after submission. CFO has the authority to extend, if necessary.
- Payments issued via:
 - ACH (preferred) or check
- No cash reimbursements permitted

8. COACHING EDUCATION INSTRUCTOR and ODP/D-ODP COACHING COMPENSATION STRUCTURE

8.1 Classification

- Coaching Education Instructors and ODP / D-ODP Coaches are classified as:
 - Independent Contractors **or**



- Approved staff (if applicable)

8.2 Pre-Approval Requirement

- All instructor engagements must be:
 - Pre-approved by Technical Director
- Must include:
 - Course name
 - Dates
 - Location
 - Agreed compensation rate (flat fee or daily rate)

8.3 Standardized Compensation Structure

- Coaching Education
 - Lead Instructor B: \$ 9500
 - Assistant Instructor B: \$ 9000
 - Lead Instructor C: \$ 4500
 - Assistant Instructor C: \$ 4000
 - Lead Instructor D: \$ 2000
 - Lead Instructor GR: \$ 250
 - Coach For Comm: \$ 150
- District ODP / D-ODP
 - State ODP Lead Coach: \$ 230 per session
 - State ODP Assistant Coach: \$ 184 per session
 - State D-ODP Lead Coach: \$ 230 per session
 - State D-ODP Assistant Coach: \$ 184 per session
- State ODP / D-ODP
 - State ODP Session: \$ 250 per session
 - State ODP Event: \$ 940 per event

8.4 Payment Submission Process

- Payment must be submitted via:
 - Standard VYSA Instructor Payment Form

Must include:

- Instructor Name:
- W9 (on file):
- Course Details:
- Dates Worked:
- Approved Rate:
- Total Amount:



8.5 Timeline & Approval Flow

- Submitted within **14 days of course completion**
- Approval flow:
 - Program Director / Technical Director → Executive Director / CFO

8.6 Payment Method and Timing

- Paid via:
 - ACH (preferred)
 - Check
 - All payments will be made within 30 days of submission to Finance Department
- Not allowed:
 - Cash
 - Adding to expense reports

8.7 Travel & Expense for Coaching Education Instructors and ODP/D-ODP Coaches

- Instructors **may be reimbursed for travel** per this policy unless other arrangements have been made by VYSA
- BUT:
 - Must be submitted **separately** from compensation
 - Must follow all standard travel rules (mileage, lodging caps, etc.)

9. CORPORATE CREDIT CARDS

Usage

- For approved VYSA business expenses only

Requirements

- Expense report submission required
- Receipts must be uploaded promptly

Controls

- Spending limits assigned by role
- Category restrictions may apply

Violations

Failure to submit required receipts or documentation for corporate card transactions may result in:

- Payroll deduction for unreconciled charges
- Suspension or revocation of corporate card privileges
- Additional disciplinary action as deemed appropriate



10. CASH ADVANCES

- Strongly discouraged
- Only allowed in exceptional cases with:
 - Written request
 - Treasurer approval

Requirements:

- Must reconcile within **14 days post-event**
- Unused funds must be returned immediately

11. EXCEPTIONS

- Exceptions may be granted by:
 - Executive Director or CFO/Treasurer
- Must be:
 - Documented
 - Justified in writing

12. COMPLIANCE

Failure to comply with this policy may result in:

- Denial of reimbursement
- Revocation of privileges
- Further administrative action

13. PROGRAM & FACILITY - SPECIFIC EXPENSE CONTROLS

13.1 Meals During Local Programming in and around HQ (ODP, Coaching Education, Events at PVSTC)

Policy:

Personal meals are **not reimbursable** for VYSA during local programming conducted at VYSA-owned or operated facilities, including the Publix Virginia Soccer Training Center.

Applies to:

- ODP / D-ODP Training Sessions
- Coaching Education Courses
- Local Clinics, Meetings, or Events

Exceptions (must be pre-approved):

- Full-day events exceeding **6+ hours** where participants cannot leave the facility
- Approved hosted meals for:
 - Guest instructors
 - ODP / D-ODP coaches



- External partners
- Special events authorized by the Executive Director

Clarification:

Routine meals (e.g., lunch during a programming activity / training session) are considered **personal expenses**, not reimbursable business expenses.

13.2 Mileage & Travel Efficiency

Policy:

VYSA requires cost-efficient travel practices for all staff, contractors, and board members.

Rules:

- Individuals traveling to the **same destination from the same general area** are expected to:
 - **Carpool whenever practical**
- Reimbursement for multiple vehicles to the same event may be:
 - **Reduced or denied** if deemed unnecessary

Guidelines:

- Program leads should coordinate travel in advance for:
 - ODP / D-ODP events
 - Coaching education staff
- Justification required for:
 - Separate travel claims to the same destination

Example (Not Reimbursable):

- Two staff members driving separately from the same city to the same event without justification

13.3 Publix Virginia Soccer Training Center – Expense Controls

A. General Principle

All expenses related to the Training Center must be:

- **Planned**
- **Pre-approved (where applicable)**
- **Tracked against an approved budget**

B. On-Site Purchases

Policy:

Unplanned or last-minute purchases should be minimized and are subject to review.

Requirements:

- Purchases over **\$250** require:
 - Prior approval from a Program Director or Executive Director



- Repeated last-minute purchases may result in:
 - Denial of reimbursement
 - Review of program management practices

Expectation:

Program leads must:

- Forecast needs in advance
- Submit planned expense needs prior to events/program cycles

C. Fuel & Equipment (e.g., Golf Carts)

Policy:

Fuel and operational expenses for VYSA equipment must be tracked and controlled.

Requirements:

- All fuel purchases must include:
 - Date
 - Purpose
 - Equipment used (e.g., golf cart ID or designation)
- A **monthly log** must be maintained for:
 - Fuel usage
 - Maintenance-related purchases

Expectation:

- Assigned staff member responsible for:
 - Monitoring usage trends
 - Reporting irregularities

D. Inventory & Supply Management

Policy:

Consumables and operational supplies must be managed proactively.

Requirements:

- Maintain a **basic inventory system** for:
 - Field supplies
 - Equipment
 - Operational materials
- Bulk purchasing encouraged where its cost-effective



14. ENFORCEMENT & ACCOUNTABILITY

Failure to adhere to the above controls may result in:

- Denial of reimbursement
- Required repayment of expenses
- Loss of expense privileges
- Review of staff or program management performance

15. PRE-APPROVAL & EXCEPTIONS

Any exceptions to this policy must be documented in writing and approved by your Executive Director or CFO/Treasurer prior to incurring the expense.